

Borough of Lodi - Job Opening Announcement

Job Title:	Keyboarding Clerk 1	Position:	Part-Time
Department:	Building	Shift:	20-25 hours/week
Date Posted:	April 29, 2024	Salary:	\$22.00/Hour
Post Expires:	When position is filled		

Application Process:

VIA OUR WEBSITE:

WWW.LODI-NJ.ORG/P/EMPLOYMENT

**ALL QUALIFIED APPLICANTS
WILL BE SUBJECT TO
BACKGROUND CHECKS**

Job Description

ROLE AND RESPONSIBILITIES

UNDER CLOSE SUPERVISION, PERFORMS ROUTINE, REPETITIVE CLERICAL WORK INVOLVING THE PROCESSING OF DOCUMENTS IN A VARIETY OF FUNCTIONS; FORMATS AND KEY ENTERS/TYPES CORRESPONDENCE, DOCUMENTS, REPORTS, CHARTS AND OTHER MATERIALS ON A COMPUTER CONSOLE, TYPEWRITER, OR OTHER KEY ENTRY DEVICE USED BY THE AGENCY; DOES OTHER RELATED DUTIES AS REQUIRED.

- KEY ENTERS OR TYPES DOCUMENTS FROM HANDWRITTEN DRAFT INTO DRAFT OR FINAL FORM, ACCORDING TO PRESCRIBED FORMATS, BY TRANSFERRING INFORMATION ONTO LETTERS, REPORTS, SCHEDULES, AND ITINERARY.
- KEY ENTERS OR TYPES ADDRESSES ON ENVELOPS, OR INFORMATION ON FORMS, FORM LETTERS, OR OTHER FORM-TYPE DOCUMENTS.
- EDITS, PROOFREADS AND PERFORMS SPELLING OR GRAMMAR CHECKS TO ENSURE TYPOGRAPHICAL ACCURACY.
- KEY ENTERS OR TYPES TECHNICAL, SCIENTIFIC, FINANCIAL, STATISTICAL, AND OTHER STATEMENTS, REPORTS, CERTIFICATES, CORRESPONDENCE, MEMORANDA, PAYROLLS, VOUCHERS, PURCHASE ORDERS, CHARTS, FORMS, TABULATIONS, BILLS, WARRANTS, CONTRACTS, SPECIFICATIONS, CASE RECORDS, MANUSCRIPTS, AND LEGAL DOCUMENTS FROM COPY, RECORDS, TAPES, OR OTHER RECORDING EQUIPMENT.
- UTILIZES PRINTERS AND PRINTING SOFTWARE TO PRODUCE FINAL DOCUMENTS; MAY MAKE USE OF SOFTWARE PACKAGES SUCH AS STANDARD WORD PROCESSING, SPREADSHEET, ELECTRONIC MAIL (E-MAIL), DESKTOP PUBLISHING AND INTEGRATED SOFTWARE PACKAGES AS REQUIRED.
- RECEIVES, SCREENS, REVIEWS AND VERIFIES DOCUMENTS.
- REVIEWS AND CHECKS ASSIGNED REPORTS, APPLICATIONS, AND OTHER DOCUMENTS FOR CORRECTIONS AND COMPLETENESS; REFERS PROBLEMS TO A LEAD WORKER OR SUPERVISOR FOR RESOLUTION.
- OPENS, TIME STAMPS, SORTS, NUMBERS, AND DISTRIBUTES MAIL.
- MAINTAINS PREPARED MAILING LISTS.
- RECEIVES APPLICATIONS, DOCUMENTS, FORMS AND FEES; SCREENS, SORTS AND ASSEMBLES THIS INFORMATION FOR FURTHER PROCESSING.
- MAY WRAP PACKAGES FOR SHIPMENT BY MAIL OR EXPRESS.
- ASSEMBLES MATERIALS FOR DISTRIBUTION.
- HAND STAMPS LETTERS, PAPERS, AND OTHER DOCUMENTS.

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- FILLS IN AND CHECKS FORM LETTERS, CIRCULARS, AND FORMS AS DIRECTED.
- COMPILES INFORMATION AND/OR NUMERICAL DATA.
- PROVIDES GENERAL, ROUTINE INFORMATION IN PERSON OR OVER THE TELEPHONE; REFERS COMPLICATED OR NON-ROUTINE INQUIRIES TO APPROPRIATE STAFF.
- MAY ASSIST IN REQUISITIONING, STORING, AND DISTRIBUTING OFFICE SUPPLIES.
- SCHEDULES ADMINISTRATIVE PROCEEDINGS AS REQUIRED; MAY PROCESS REQUESTS FOR SCHEDULING CHANGES.
- OPERATES VARIOUS TYPES OF OFFICE AND MAIL PROCESSING MACHINES SUCH AS A KEYBOARD EQUIPMENT, TYPEWRITER, CALCULATORS, COMPUTER PRINTERS, SORTER, PHOTO-COPIER, FAX MACHINE, STAMPING MACHINE, LABELING MACHINE, ETC.; MAY PERFORM SIMPLE MAINTENANCE TASKS SUCH AS ADDING TONER, PAPER OR CHANGING PRINT RIBBONS.
- KEY ENTERS OR TYPES SIMPLE OR ROUTINE REPORTS AND/OR ASSISTS IN THE PREPARATION OF REPORTS BY GATHERING DATA, TABULATING RESULTS, AND/OR PREPARING SIMPLE CHARTS.
- MAINTAINS RECORDS AND FILES.
- WILL BE REQUIRED TO LEARN TO UTILIZE VARIOUS TYPES OF ELECTRONIC AND/OR MANUAL RECORDING AND INFORMATION SYSTEMS USED BY THE AGENCY, OFFICE, OR RELATED UNITS.

EXPERIENCE AND LICENSE REQUIREMENTS

ONE YEAR OF MUNICIPAL GOVERNMENT EXPERIENCE WITH A BUILDING DEPARTMENT PREFERRED.

APPLICANTS WILL BE REQUIRED TO DEMONSTRATE PROFICIENCY IN KEYBOARDING OR TYPING.

LICENSE: APPOINTEE WILL BE REQUIRED TO POSSESS A DRIVER'S LICENSE VALID IN NEW JERSEY ONLY IF THE OPERATION OF A VEHICLE, RATHER THAN EMPLOYEE MOBILITY, IS NECESSARY TO PERFORM THE ESSENTIAL DUTIES OF THE POSITION.

REQUIRED SKILLS AND ABILITIES [INCLUDING BUT NOT LIMITED TO]

- KNOWLEDGE OF OFFICE ROUTINES, EQUIPMENT, AND PRACTICES AFTER A PERIOD OF TRAINING.
- ABILITY TO OPERATE AN ALPHANUMERIC KEYBOARD OR TYPEWRITER WITH SPEED AND ACCURACY, TO PRODUCE DOCUMENTS SUCH AS LETTERS, MEMOS, REPORTS, CHARTS, FORMS AND OTHER MATERIALS.
- ABILITY TO FORMAT, USE, AND PREPARE FORMS, CHARTS AND OTHER DOCUMENTS.
- ABILITY TO PROOFREAD DOCUMENTS AND CORRECT ERRORS.
- ABILITY TO UNDERSTAND, REMEMBER, AND CARRY OUT ORAL AND WRITTEN DIRECTIONS.
- ABILITY TO COMPREHEND ESTABLISHED OFFICE ROUTINES AND DEPARTMENT REGULATIONS.
- ABILITY TO ORGANIZE ASSIGNED CLERICAL WORK AND DEVELOP EFFECTIVE WORK METHODS.
- ABILITY TO MAKE SIMPLE ARITHMETIC CALCULATIONS AND TABULATIONS.
- ABILITY TO PERFORM TASKS ACCURATELY WITHIN PRESCRIBED TIME FRAMES.

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- ABILITY TO WORK EFFECTIVELY WITH ASSOCIATES, SUPERIOR OFFICIALS, AND MEMBERS OF THE PUBLIC CONCERNED WITH THE WORK OF THE DEPARTMENT.
- ABILITY TO OPERATE AND PERFORM ROUTINE MAINTENANCE ON OFFICE MACHINES AND OTHER EQUIPMENT.
- ABILITY TO MAINTAIN RECORDS AND FILES.
- ABILITY TO UTILIZE VARIOUS TYPES OF ELECTRONIC AND/OR MANUAL RECORDING AND INFORMATION SYSTEMS USED BY THE AGENCY, OFFICE, OR RELATED UNITS AFTER A PERIOD OF TRAINING.
- ABILITY TO READ, WRITE, SPEAK, UNDERSTAND, AND COMMUNICATE IN ENGLISH SUFFICIENTLY TO PERFORM DUTIES OF THIS POSITION. AMERICAN SIGN LANGUAGE OR BRAILLE MAY ALSO BE CONSIDERED AS ACCEPTABLE FORMS OF COMMUNICATION.
- PERSONS WITH MENTAL OR PHYSICAL DISABILITIES ARE ELIGIBLE AS LONG AS THEY CAN PERFORM ESSENTIAL FUNCTIONS OF THE JOB WITH OR WITHOUT REASONABLE ACCOMMODATION. IF THE ACCOMMODATION CANNOT BE MADE BECAUSE IT WOULD CAUSE THE EMPLOYER UNDUE HARDSHIP, SUCH PERSONS MAY NOT BE ELIGIBLE.

INTERESTED PARTIES APPLY BY SUBMITTING AN APPLICATION ALONG WITH A COVER LETTER & RESUME. MUST BE EMAILED DIRECTLY TO BOTH: MUNICIPAL MANAGER MARC N. SCHRIEKS - MSCHRIEKS@LODI-NJ.ORG & EXECUTIVE ASSISTANT NORMA MORRISON - NMORRISON@LODI-NJ.ORG ON OR BEFORE THE CLOSING DATE. THE BOROUGH OF LODI IS AN EQUAL OPPORTUNITY EMPLOYER.

